

RESOLUTION 7-B-04

A RESOLUTION APPROVING REVISIONS TO THE
PERSONNEL RULES AND REGULATIONS

BE IT RESOLVED by the Council of the Town of Blacksburg that the Council approves the Town Manager's revision of the Personnel Rules and Regulations. These revisions are described in a document entitled "Town of Blacksburg Rules and Regulations Revisions." These revisions shall be effective July 1, 2004.

Mayor

ATTEST:

Town Clerk

Date of Adoption: _____

TOWN OF BLACKSBURG RULES & REGULATIONS REVISIONS

1.3 ORGANIZATION OF HUMAN RESOURCES FUNCTION

All employee files are confidential. Copies of the information contained therein shall be released only upon written authorization of the employee or requirement of State and Federal law. Employees may review their official employee files by scheduling an appointment for this purpose with the Human Resources Office. *Employees may place a statement in their personnel file that relates to a performance review or disciplinary action included in their employee file.*

3.15 SNOW PAY

8. *Any employee that calls in sick for a snow removal shift will be required to provide a written note from a physician stating that the employee is unable to work on that date in order to be paid under Sick Leave.*

3.17 ADDITIONAL COMPENSATION

The Town Manager has the authority to designate additional compensation when an employee is assigned a special project that is not related to the function of the department in which employed. The additional compensation may be in the form of a one-time bonus, upon completion of the project, or as a temporary increase in the employee's base pay for the period of time the employee is responsible for the special project.

4.10 TRAINING AND EDUCATIONAL DEVELOPMENT

2. Upon the approval of the Department Head, the authorization of the Town's BEST committee, and the availability of budgetary funds, the Town will provide the following for education related to his/her duties and responsibilities:
 - C. Special monetary consideration, on a one-time only bonus basis (up to a maximum of \$2,000), for all employees in the service of the Town who achieve the following level of higher education that is job related.
 - Associate of Science or Arts degree (at least 60 credit hours) or *Professional Licensure* – One-time bonus of 2.0 percent of annual salary
3. Tuition reimbursement should be viewed by the Town and employee as an investment. If an employee does not continue working for the Town for at least the time specified below ~~or completion of the course~~, following

receipt of tuition reimbursement, *completion of the course*, or incentive bonus pay; he or she must reimburse the Town ~~for half of the payment received~~ *on a prorated basis. Each month of continuous employment with the Town during the repayment period, shall reduce the repayment amount proportionally.*

College Credit Class	6 months
Trade or Professional Certification	1 year
Home Study or Correspondence Course	1 year
Associates Degree	2 years
Bachelor's Degree	2 years
Master's Degree	2 <u>3</u> years
Doctorate Degree	3 years

4.16 EMPLOYEE SERVICE AWARDS

The Town shall have an awards program whereby employees are presented an award increasing in value with the number of years of service the employee has with the Town. Awards will be presented at completed five-year service intervals. All service with the Town will be credited toward total years of service for purposes of recognizing employee tenure, even where breaks have occurred between service. *All Wage employees are required to work a minimum of 500 hours each year to qualify for a service award.*

4.17 EMPLOYEE WELLNESS PROGRAM

2. Membership in the Wellness Program, offered in conjunction with the Parks and Recreation Department and Be T.U.F.F., making Pay Plan employees and retirees eligible to use the Town's recreation facilities at the reduced cost of \$1.00 per pay period/\$26.00 per year. *Employees participating in this program will be limited to 1 free game of golf per week.* Wage employees are also eligible to participate in this benefit if they meet one of the following criteria:

- a) worked a minimum of 1,000 hours during the previous fiscal year, or
- b) worked a minimum of 500 hours during the previous fiscal year and has continuous employment for a minimum of five years.

Membership in the Wellness Program can be cancelled at the end of the fiscal year only.

5.6 MILITARY LEAVE

An employee entering active military duty shall have his/her job status protected in full compliance with Federal and State requirements.

A maximum of ~~120 hours~~ **15 days** with pay per Federal Fiscal year (October 1 – September 30) shall be granted to National Guard, Reservists, and members of the Virginia State Defense Force and National Defense Executive Reserve to attend training approved by the Governor, his designee, or other appropriate military official in the case of reservists. No charge for this training shall be made against annual leave and no loss of pay or seniority shall result from the taking of this leave.

6.2 PROMOTIONS

2. If an employee is promoted into a position with a greater starting salary, the employee's pay will be increased to the minimum of the new position or 5% for a movement within the same band or 10% for movement between bands, whichever is greater. Employees going from a non-supervisory to a supervisory or from non-exempt classification to an exempt classification shall receive an additional increase of 2%. **The Town Manager has the authority to review extenuating circumstances when requested for employees promoted into an exempt position. Additional compensation may be awarded at the Town Manager's discretion, taking into consideration the employees experience, education and skills related to the new position.**

6.13 NEPOTISM

To the extent allowed by State law, through a hiring or promotion or other set of circumstances, no employee shall be directly supervised by a member of the employee's immediate family. ~~as defined in Section 5.2.2.~~ In addition, no supervisor of the Town shall engage in a romantic, dating, and/or physical relationship with a subordinate.

7.1 DISCIPLINARY ACTIONS

Violations of the following rules shall, depending on the seriousness of the offense and all pertinent facts and circumstances, result in disciplinary action; including an oral or written warning, suspension, or termination of employment:

- ~~Moonlighting~~ **Other employment** which interferes with normal work responsibilities;

7.4 GRIEVANCE PROCEDURE

2. **Coverage:** The provisions of this procedure shall apply to all Town employees, except employees on initial and disciplinary probation, wage employees (with the exception of those former non-Pay Plan part-time employees hired before July 1, 1998), the Town Manager, the Town Attorney, the Town Clerk, the Assistant Town Manager, and Department Heads. Also excluded from this procedure are sworn police officers whose grievances are

subject to the provisions of Section 7.5 of these Rules (~~Chapter 10.1 of Title 2.1~~ **Title 9.1, Chapter 5, Section 500 - 507** of the Code of Virginia) and who have elected to proceed pursuant to Section 7.5 in resolution of their grievance.

7.5 POLICE OFFICERS' PROCEDURAL GUARANTEES

Sworn police officers of the Town of Blacksburg are provided certain procedural rights in matters that could lead to dismissal, demotion, suspension, or transfer for punitive reasons. These rights are mandated by the Law Enforcement Officers' Procedural Guarantees Act, Code of Virginia, ~~Title 2.1, Chapter 10.1, Sections 2.1-116.1 through 2.1-116.9.~~ **Title 9.1, Chapter 5, Section 500 – 5007.**

**Town of Blacksburg
FY2004-05 PAY PLAN**

<u>Band</u>		<u>Minimum</u>	<u>Maximum</u>
A	Hourly	\$8.0000	\$17.2255
	Annual	\$16,640	\$35,829
B	Hourly	\$10.3231	\$27.6173
	Annual	\$21,472	\$57,444
C	Hourly	\$15.6510	\$40.2663
	Annual	\$32,554	\$83,754
D	Hourly	\$22.8365	\$47.2615
	Annual	\$47,500	\$98,304

**Town of Blacksburg
ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2004/2005**

BAND A

\$16,640 ←————→ **\$35,829**

Position Title	Hiring Range
Custodian	\$16,640 - \$18,304
Maintainer	\$16,640 - \$18,304
Accounting Technician - Level 1	\$18,075 - \$19,882
Equipment Operator I	\$18,714 - \$20,586
Administrative Assistant - Level 1	\$18,952 - \$20,847
Recreation Assistant	\$19,118 - \$21,030
Mechanic Assistant	\$19,151 - \$21,067
Meter Reader	\$19,734 - \$21,708
Parking Violations Officer	\$19,773 - \$21,751
Administrative Assistant - Level 2	\$20,850 - \$22,935
Accounting Technician - Level 2	\$21,671 - \$23,838

Town of Blacksburg

**ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2004/2005**

BAND B

\$21,472 ←—————→ **\$57,444**

Position Title	Hiring Range
Maintainer - Skilled Tradesman	\$21,472 - \$23,620
Greenskeeper	\$21,472 - \$23,620
Equipment Operator II	\$21,472 - \$23,620
Lead Station Attendant	\$22,022 - \$24,224
Equipment Operator III	\$22,380 - \$24,618
Code Inspector - NEP	\$22,417 - \$24,658
Custodial Crew Leader	\$22,506 - \$24,757
Maintainer - Crew Leader	\$22,506 - \$24,757
Public Works Technician	\$22,546 - \$24,801
Administrative Assistant - Senior (Office Manager, Executive Assistant, & Marketing Assistant)	\$22,654 - \$24,919
Museum Coordinator	\$22,880 - \$25,168
MIS Application/Support Technician	\$23,125 - \$25,438
Police Communications Officer	\$23,187 - \$25,506
Meter Reader - Lead	\$23,531 - \$25,884
Accounting Technician - Utility Services	\$23,731 - \$26,104
Accounting Technician - Senior	\$23,731 - \$26,104
Producer	\$23,785 - \$26,164
Maintainer - Skilled Crew Leader	\$24,023 - \$26,425
Mechanic	\$24,364 - \$26,800
Assistant Recreation Supervisor-Aquatic	\$24,424 - \$26,866
Paralegal	\$24,551 - \$27,006
Utility Services Support Specialist	\$24,917 - \$27,409
Human Resources Specialist	\$24,952 - \$27,447
Police Services Officer	\$25,499 - \$28,049
Lead Communications Officer	\$25,505 - \$28,056
Warehouse Supervisor	\$25,841 - \$28,425
Payroll Coordinator	\$25,980 - \$28,578
Public Works Technician - Lead	\$26,161 - \$28,777
Mechanic - Parts & Service Administrator	\$26,790 - \$29,469
GIS/CADD Technician	\$26,827 - \$29,510
Inspector - Zoning	\$26,959 - \$29,655
Water Program Technician	\$26,959 - \$29,655
Buyer	\$27,000 - \$29,700

Town of Blacksburg

**ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2004/2005**

BAND B

\$21,472 ←————→ **\$57,444**

Position Title	Hiring Range
Golf Course Superintendent	\$27,276 - \$30,004
Mechanic - Supervisor	\$27,404 - \$30,144
Fire Code Official	\$27,610 - \$30,371
Transit Marketing Supervisor	\$27,947 - \$30,742
Transit Supervisor	\$27,947 - \$30,742
Foreman	\$28,064 - \$30,871
Inspector - Building	\$28,366 - \$31,203
Occupational Safety Coordinator	\$29,062 - \$31,968
Solid Waste Coordinator	\$29,062 - \$31,968
Police Officer	\$29,281 - \$32,209
Recreation Supervisor	\$29,536 - \$32,490
(Community Center, Golf Course, Aquatics Division, Community Programs, Outdoor Division, Senior Division, Athletic Division)	
Network Analyst II	\$29,690 - \$32,659
Property Maintenance Official	\$30,309 - \$33,340
Police Detective	\$32,041 - \$35,245
Police Officer II	\$32,041 - \$35,245
Police Sergeant	\$33,455 - \$36,801

Town of Blacksburg

**ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2004/2005**

BAND C

\$32,554 ←————→ **\$83,754**

Position Title	Hiring Range
Neighborhood Enhancement Coordinator	\$32,554 - \$35,809
Utility Services Manager	\$33,279 - \$36,607
Town Clerk	\$33,406 - \$36,747
Senior Planner	\$33,475 - \$36,822
Accounting Supervisor	\$33,622 - \$36,984
Recreation Program Manager	\$34,230 - \$37,653
Network Analyst III	\$35,438 - \$38,982
Station Manager	\$35,447 - \$38,992
GIS Coordinator	\$35,925 - \$39,518
Purchasing Manager	\$36,083 - \$39,691
Police Lieutenant - Administrative	\$36,860 - \$40,546
Police Lieutenant - Field	\$36,860 - \$40,546
Public Works Superintendent	\$37,071 - \$40,778
BT Access Manager	\$37,071 - \$40,778
Transit Maintenance Manager	\$37,071 - \$40,778
Transit Operations Manager	\$37,071 - \$40,778
Human Resources Manager	\$39,091 - \$43,000
Zoning Administrator	\$39,954 - \$43,950
Town Engineer	\$39,986 - \$43,984
Transit Regulatory Manager	\$41,177 - \$45,295
Building Official	\$41,471 - \$45,618
Community Relations Manager	\$41,508 - \$45,659
Community & Housing Development Manager	\$42,853 - \$47,138
Police Captain	\$43,404 - \$47,744
MIS Manager/Asst. Dir. of Financial Services	\$43,458 - \$47,804
Chief of Planning	\$43,706 - \$48,077
Chief of Engineering	\$44,744 - \$49,218

Town of Blacksburg

**ALLOCATION OF POSITIONS TO PAY BANDS
FISCAL YEAR 2004/2005**

BAND D

\$47,500 ←————→ **\$98,304**

Position Title	Hiring Range
Director of Parks & Recreation	\$47,500 - \$52,250
Director of Public Works	\$47,500 - \$52,250
Director of Transit	\$47,500 - \$52,250
Director of Financial Services	\$54,000 - \$59,400
Director of Technology	\$54,000 - \$59,400
Chief of Police	\$54,000 - \$59,400
Director of Planning & Engineering	\$54,000 - \$59,400
Assistant Town Manager	\$54,000 - \$59,400